TEAM-Web User Guide

Chapter 12
Civil Rights

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Chapter 12 Change History

Version	Date	Description	Change By
1	9/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
2	4/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	6/27/2007	Continued formatting changes and updates	Travis Klein
2.02	2/29/2008	Minor reference modifications	Travis Klein
2.1	6/27/2008	DBE date display clarifications	Travis Klein
2.2	11/05/2010	Updated for DBE Reporting Functionality (Release Ver. 5.0)	Mei Sum Lee(Yvonne)

* Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.

Chapter 12 Table of Contents

Civil Rights

Overview

This chapter will cover the DBE Reporting under Civil Rights in TEAM-Web.

The guide will instruct grantee/recipient users on how to initiate and edit a DBE report for the period Semiannual (standard) as well as quarterly (ARRA) reporting periods.

This chapter will instruct regional, HQ and Oversight users on how to review a DBE report for the period Semiannual (standard) as well as quarterly (ARRA) reporting periods.

Recipient Privileges

DBE Reporting

1. To access the feature links that will allow a user to initiate a new or view an existing DBE Reporting, click on the "+" sign next to DBE Reporting to extend the submenu list (see Figure 1).

Figure 1

New

1. To initiate a new DBE report, click on "New" and the Add DBE Uniform Report window will display to the right of the Navigational Menu (see Figure 2).
2. Fiscal Year Field is auto-populated.

Figure 2

3. The three "Annual DBE Goal(s)" data elements are auto populated with the information entered in the Civil Rights Status feature.
4. The "Status" drop-down field displays the status of this report. If starting to enter data, choose "New/Draft", if ready to submit, choose "Ready for Regional Review" (see Figure 3).
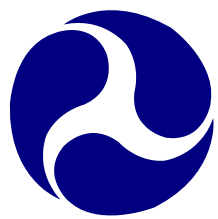

Figure 3

5. The "Reporting Period" drop-down field displays the type of report with the corresponding reporting period (see Figure 4).

Figure 4

6. If Quarterly (ARRA) is selected, another drop-down field with the 4 different quarters (1st, 2nd, 3rd, 4th) will be available to choose from (see Figure 5).

Figure 5

7. All fields are required except for the Grant Number or any auto-populated fields.
8. If any field is left blank or filled with non-numeric data, a message with red font will display on top of the screen when saving the report. Please follow the instructions and make corrections accordingly (see Figure 6).

Figure 6

9. When saving the report, if there is an existing report within the same reporting period, a message will display (see Figure 7).
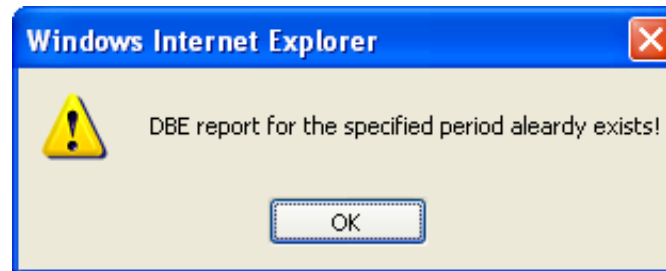

Figure 7

10. When saving the report, if the desired report does not falling within the current reporting period, a message with red font will display on top of the screen (see Figure 8).
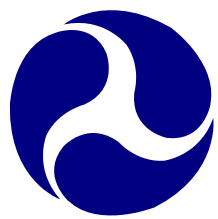

Figure 8

11. When all information is entered and ready to submit, change status to "Ready for Regional Review".
12. When all information is entered but not ready to submit, save and keep status as "New/Draft".

Existing
1. When updating/revising or browsing for an existing DBE report, click on the "Existing" option on Navigational Menu to trigger the DBE Uniform Report Search screen (see Figure 9).

Figure 9

2. Query for the desired DBE report by clicking through the drop-downs in the appropriate query parameters and clicking on the "Submit" button.
3. To start over or edit the search, click the "Reset" button and the search page will get refresh to its original state.
4. After submitting the appropriate query parameters, the application displays the query results. To view/edit the report, click on the magnifying glass icon under the "Functions" column (see Figure 10).
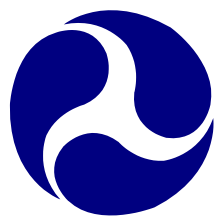

Figure 10

5. The report is in read only mode if it is in "Approved," "Ready for Regional Review," or "Ready for HQ Review" status. It is only editable if the status is "New/Draft" or "Incorrect/Incomplete".

6. To export/print search results records as displayed to an excel sheet, click on the excel icon located at the top above the query results.

7.

   a) On the View DBE Uniform Report screen, if the DBE report is in status "New/Draft" or "Incorrect/Incomplete", the edit option will be available to edit the fields by clicking on the icon with pen design on the top right (see Figure 11).

   b) On the View DBE Uniform Report screen, if the DBE report is in status "Ready for Regional Review," "Ready for HQ Review," or "Approved," the edit icon will not be available.

Figure 11

8. On the View DBE Uniform Report screen, the user may return to the search results page by clicking on the magnifying glass icon.

9. On the View DBE Uniform Report screen, the user may export/print the page with all the fields by clicking on the icon with the Excel design.

10. There is a log table at the bottom of the View DBE Uniform Report screen with data including the Status of the report, last updated by, and last updated date.

11. The status lifecycle for completing a DBE reporting includes the following:

   New/Draft > Ready for Regional Review > Ready for HQ Review > Approved
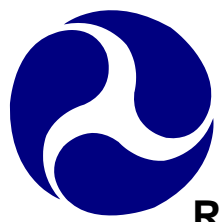
Regional/HQ/Oversight Privileges

Civil Rights Status

1. To browse or update on the civil rights status of a specific recipient, click on the "Civil Rights" option on the Navigational Menu to trigger the query form (see Figure 12).
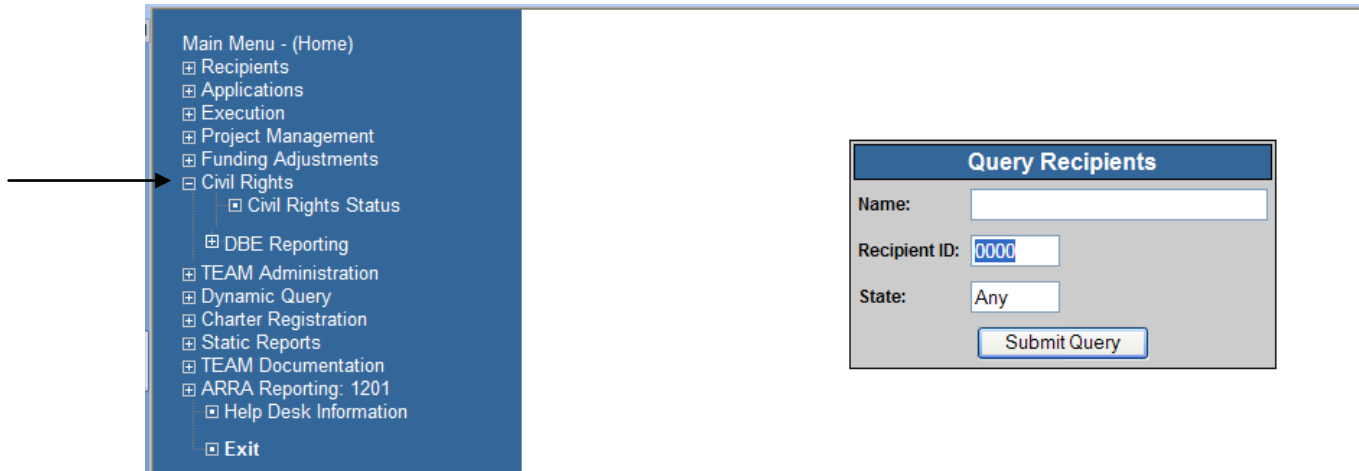

Figure 12

***Note: Oversight users are able to browse but unable edit/update on the civil rights status screen.**

2. Query for the desired Recipient by entering in the appropriate query parameters and clicking on the "Submit Query" button.
3. Your query results will replace the query form to the right of the Navigational Menu (see Figure 13).

Figure 13

4. Click on "Civil Rights Status" in the Navigational Menu after selecting the desired record from the query results (see Figure 14).

Figure 14

5. The Civil Rights Status window will pop up showing the details about the civil rights status of that Recipient (see Figure 14).
6. The information can be updated only by Regional or HQ users (Oversight: Read only).
7. Click OK to save when finished.

**Notes:
   - EEO Program = Equal Employment Opportunity
   - Title VI Program = prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance
   - DBE Program = Disadvantaged Business Enterprise

- With Recipient privileges, Read-only data maintained in this form can be viewed in the Civil Rights tab of the View/Modify Recipients screen
- There are three cycle groups depending upon when the organization is associated with FTA and depending upon that group will dictate when the three-year DBE goal cycle expires
- The next Fiscal Year (FY) for goals will be available prior to the turn of the coming fiscal year so that those organizations with goals that are expiring may enter new goals in advance. The new FY will become available on August 1st of each year.
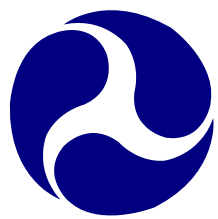
DBE Reporting

Existing

1. The "New" option is not available for a Regional/HQ/Oversight user under "DBE Reporting" on the Navigational Menu. The "New" feature is needed for a recipient user to initiate and submit a DBE Civil Rights Report.
2. When browsing for existing DBE report(s), click on the "+" sign next to the "Civil Rights" option on Navigational Menu and the submenu will be expanded (see Figure 15).
3. Click on the "Existing" option on the Navigational Menu to trigger the DBE Uniform Report Search screen (see Figure 15).
4. The ability to search DBE Civil Rights reports is based on the corresponding region selected from the "Region" drop down (see Figure 15).
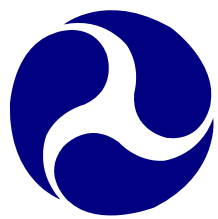

Figure 15

5. Query for the desired results by entering in the appropriate query parameters and clicking on the "Submit" button.
6. To start over or refine search credential, click the "Reset" button and the search page will refresh to its original state (see Figure 16):

Figure 16

7. The icon with Excel design will export all the records found. For instance, this feature will export/print the 57 records with all the fields except for Functions. List of fields exported is:
   • Recipient
   • Fiscal Year
   • Type
   • Status
   • Last Updated Date
   • Last Updated By

8. At any time, if a change in the search criteria is required, the user can click on the "Back to Search" button at the bottom of the page (see Figure 17).

Figure 17

9. To have all search records display on one page, simply click on the "Show All" button.
10. Project reports will be locked by system automatically once reporting period over regardless of the report status.
11. To unlock a project, simply click on the icon that resembles a lock.
12. To lock a project, simply click on the icon that resembles an open lock.
13. To open a record from the query results screen, click on the icon with magnifying glass (see Figure 17).

Types of Status:

"Ready for Regional Review": Project ready to be reviewed by regional Civil Rights personnel
"Ready for HQ Review"   : Project ready to be reviewed by HQ
"Incorrect/Incomplete"   : Disapproved by Regional or HQ personnel
"Approved"   : Approved by HQ
"New/Draft"   : Recipient is modifying the report

14.
c) As a regional Civil Rights user, on the View DBE Uniform Report screen, the edit (icon with pen design) option will ONLY be available if the DBE report is in status "Ready for Regional Review"(see Figure 18).
d) As a HQ Civil Rights user, on the View DBE Uniform Report screen, the edit (icon with pen design) option will ONLY be available if the DBE report is in status "Ready for HQ Review".

Figure 18

15. To approve the projects, simply select "Ready for HQ Review" from Status drop-down and "Save" (see Figure 19).

16. To disapprove the projects, simply select "Incorrect/Incomplete" from Status drop-down and "Save" (see Figure 19).

Figure 19

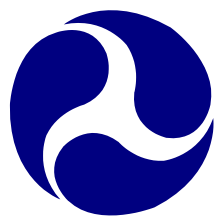# Index